



State of California-Health and Human Services Agency
Department of Health Services



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Director

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CHDP Program Letter No.: 03-28

TO: ALL CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
DIRECTORS AND DEPUTY DIRECTORS, CHEAC MEMBERS,
STATE CHILDREN'S MEDICAL SERVICES (CMS) BRANCH STAFF
AND REGIONAL OFFICE STAFF

SUBJECT: STATUS OF BUDGET APPROVALS FOR THE CHDP PROGRAM AND
HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE
(HCPCFC) IN FISCAL YEAR (FY) 2003-2004 AND REQUIRED ACTIONS

The purpose of this CHDP Program Letter is to advise you of the status of the budgets being reviewed and approved by the CMS Branch. As a result of these reviews, immediate actions are required for the "CHDP Program Administrative Budget" and the "Health Care Program for Children in Foster Care (HCPCFC) Administrative Budget" for FY 2003-2004.

During this time of severe State General Fund shortages funding is limited. To approve budgets within the limits of the State General Fund allowances, the CMS Branch is requiring the CHDP Program and the HCPCFC adopt the measures outlined below.

County/city specific budget approval letters will be based upon the personnel expenses budgeted minus the existing vacancies listed on the budget worksheet and incumbent list. First quarter, FY 2003-2004, expenditure invoices will be processed for payment prior to the notification of an approved budget providing a county/city has submitted a FY 2003-2004 budget. Subsequent quarterly expenditure invoices will be adjusted with the first quarter to reflect the approved budget.

“CHDP Program Administrative Budget”

Effective immediately local CHDP Programs are directed to freeze unfilled or vacant positions, including positions that become vacant from December 2003 through June 2004. Local programs are reminded to submit quarterly expenditure invoices as soon as possible after the end of each quarter to assist the CMS Branch with monitoring the availability and expenditure of State General Funds.

“Health Care Program for Children in Foster Care Administrative Budget”

Effective immediately local programs are directed to:

- Freeze unfilled or vacant positions including positions that become vacant from December 2003 through June 2004;
- Reduce the total Indirect Expenses to five percent (5%) of the Total Personnel Expenses for the entire fiscal year. Allowable expenses in the Indirect budget category for this administrative budget continue to be limited to internal expenses only.
- Limit travel and training expenditures in the Operating Expense line item to essential meetings and consultation visits to local child welfare services agency and/or probation department offices by HCPCFC staff.

The CMS Branch will continue monitoring the expenditures in these programs and will reevaluate any opportunity to ease restrictions in March 2004. The CMS Branch requests local programs to carefully monitor their expenditures and submit quarterly expenditure invoices as soon as possible after the end of each quarter. Budget revisions may be considered at a later time with the analysis of year-to-date expenditures.

If you have any additional questions, please contact your Regional Administrative or Nurse Consultant.

Original Signed By Maridee A. Gregory, M.D.

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